



ADMINISTRATIVE RULE

Approval Date: 12/10/12

Effective Date: 12/10/12

Last Revised: 07/12/19

Rule Number/Name:	004.009.000 – Curriculum Development and Approval
Responsible Department:	Instructional Services
Authority:	Director of Curriculum, Assessment, Strategic Planning & Accreditation

Overview

Requests for new courses and changes to existing courses that are offered by Columbia Gorge Community College (CGCC) academic departments are normally initiated at the departmental level, by faculty. They may also originate out of a need identified by the administration and/or community partners, both public and private.

Requests for course curriculum or program changes which will alter a degree or certificate requirement or will create a new degree or certificate program will follow the prescribed procedures as described in Operating Procedure 040.009.001 – Curriculum Development and Approval.

Applicability

Faculty, Curriculum Committee, and Instructional Services staff

Administrative Rule Statement

Curriculum development, revision, and approval of courses, degrees, certificates or programs will comply with requirements enumerated in the State of Oregon's OAR 589-006 – Community College Course Approval. The content of curriculum is the responsibility of the faculty. The Curriculum Committee has oversight of the college's curriculum, reviews all curricular submissions and forwards its decisions to the vice-president of Instructional Services, college president, and Board of Education regarding the approval of new and revised courses, degrees, certificates and programs as required in Operating Procedure 04.009.001 – Curriculum Development and Approval.

Definitions

1. *Curriculum*: All courses offered and their content; a prescribed set of courses leading to a specific outcome, which may include the completion of a degree, certificate, or program.
2. *Program*: A coherent body of classes preparing students for college level work, a credential, certificate, or degree.

Interpretation of Administrative Rule



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Director of Curriculum, Assessment, Strategic Planning & Accreditation

Cross Reference to Related Administrative Rules

1. 040.003.000 – Academic Program Review
2. 040.007.000 – Distance Learning Course Development

Further Information

Director of Curriculum, Assessment, Strategic Planning and Accreditation

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Strategic Direction

Core Themes A: Access; B: Education; C: Partnerships

Appendix

1. CGCC Operating Procedure 040.009.001 – Curriculum Development and Approval
2. [CGCC Curriculum Committee Charter](#)
3. Oregon Administrative Rule 589-006 – Community College Course Approval
4. [New Program Adoption Process & Guidelines](#)